



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

INTERNAL ADVERT



Publication Date: FRIDAY 4 APRIL 2021

CLOSING DATE AND TIME: TUESDAY 22 APRIL 2021 AT 10:00

The Victor Khanye Local Municipality as an equal opportunity employer is committed to achieving equity in employment in respect of disability, race and gender as envisaged in the Employment Equity Plan of this municipality.

The principle of recognition of prior learning being amongst other having relevant experience and complying with a required competency level is subject to the submission of a certificate issued by the relevant Seta herein practiced by this municipality.

INTERNAL/EXTERNAL APPLICATIONS are hereby invited from suitably qualified candidates that conform to the qualifications and requirements as stated in the recruitment advert here under to apply for the under mentioned positions:

REFERENCE	DIRECTORATE	DEPARTMENT/SECTION	POST DESIGNATION	TASK GRADE
TS/RS01/001/2021	BUDGET&TREASURY	REVENUE/INCOME	ASSISTANT MANAGER REVENUE/INCOME	T13

DIVISION	BUDGET & TREASURY
POSITION	ASSISTANT MANAGER REVENUE
REFERENCE NO:	BT/RS01/03/2021
PERIOD OF EMPLOYMENT	<ul style="list-style-type: none"> • Permanent subject to probation period of six (6) months
SALARY AND BENEFITS	<ul style="list-style-type: none"> • T13 N1: R30 955 p.m • Housing Subsidy • Medical Subsidy • Group Life Insurance • 650km travelling allowance
QUALIFICATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • National Diploma/B.degree in Accounting/Economics OR Financial Management • 3 years' experience in local government • Knowledge of billing and rendering of Accounts
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Manage the revenue management unit at head office and set the necessary rules and regulations in place to ensure proper and effective client services, revenue collection, credit control and debt collection • Put processes in place to ensure timeous billing and rendering of accounts • Handle escalated client queries • Set tariffs, obtain approval from council, communicate changes and monitor implementation and adherence thereof • Maintain and manage the financial administration of the valuation roll to ensure the recovery of basic charges and assessment rates • Manage the debtor services for both metered and unmetered services • Study trends and provide forecasts on collections and other services and propose changes when needed • Monitor adherence to the rules and regulations governing the indigent program • Advise the CFO and council on revenue management issues and general administration • Investigate and comment on reports submitted to council, which have a financial implication • Monitor transactional sequences associated with revenue management • Manage special projects/ programs • Prepare and present the revenue management operational plans and reports to sub-committees, strategic management planning workshops and discussion groups • Schedule and monitor month end and year end procedures to ensure reporting takes place as prescribed in terms of legislation and guidelines • Compile specifications for system enhancements and improvements • Ensure proper maintenance of the financial systems and software

Kindly Note (that):

1. Any canvassing and or attempt thereto will automatically disqualify any candidate from being considered for appointment.
2. Applications must be submitted on the prescribed application for employment form which can be obtained from the Municipality's website www.victorkhanyelm.gov.za and must be accompanied by a detailed Curriculum Vitae, together with certified copies of all relevant qualifications and or certificates, identity document and valid & unendorsed driver's license to be hand delivered to:
Victor Khanye Local Municipality, Cnr. Samuel Road & van der Walt Street, Delmas, 2210 – Room 13A: Human Resource Management ,Corporate Services.
3. Only posted or hand delivered applications will be accepted. All applications MUST reach the municipality before the closing date and time to be considered.
4. ***Further enquiries regarding the above positions can be directed to: The Human Resource Department: Corporate Services –: – 013 665 6000***

**ST MATLADI
MUNICIPAL MANAGER
Notice Number 04/2020**